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Solution ID: 200294104359

How can I change a PrimeContract user password

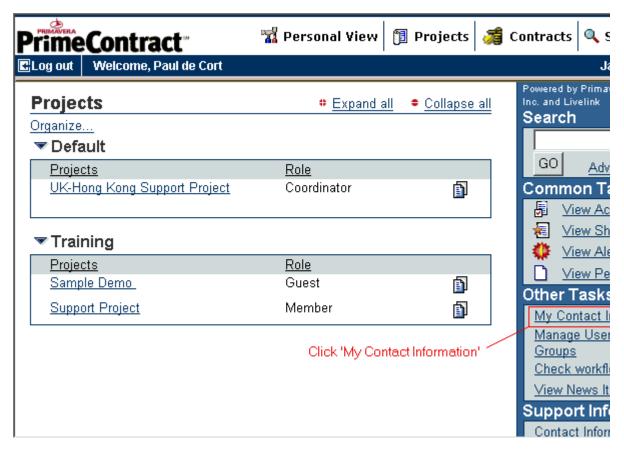
Version(s): unknown

Problem: How can I change a PrimeContract password

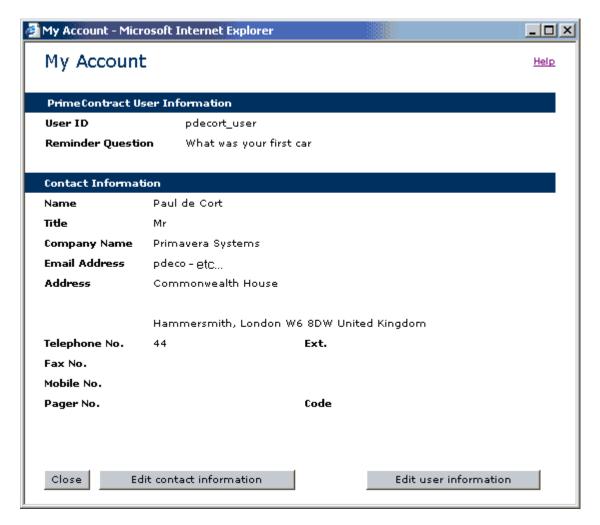
PrimeContract Fact:

Fix:

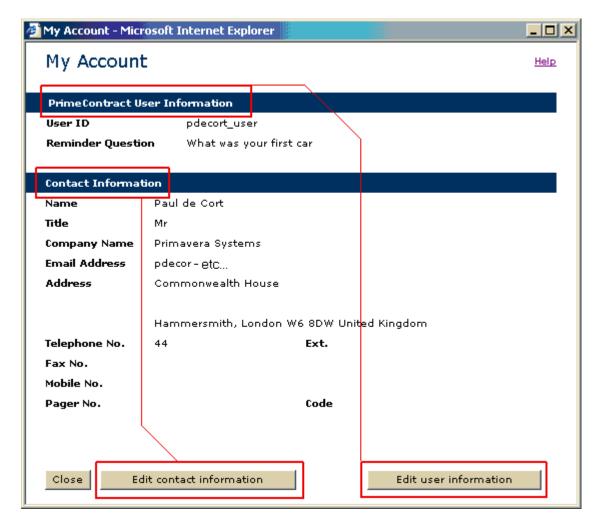
- 1) Once the new password has been received, use it to log into PrimeContract.
- 2) Click on the 'My Contact Information' link. This can be found in the 'projects' view or in the 'Personal View':



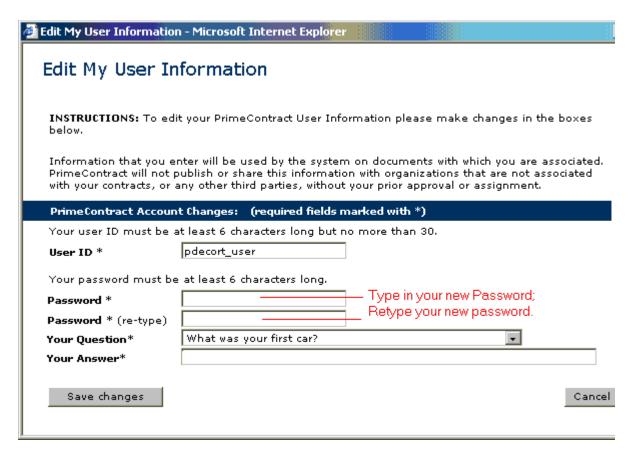
3) A new Window will open with the contact details:



- 4) The screen is split into two sections:
- a) PrimeContract User Information
- b) Contact Information
- 5) There is a button to edit both sets of data.



- 6) To change the password select the 'Edit User Information' button:
- 7) The screen below will be displayed, where the preferred password can be entered:



8) Click on the 'Save changes' button once the memorable password has been entered a